



Administrative Notes

Newsletter of the Federal Depository Library Program

Vol. 18, no.16

GP 3.16/3-2:18/16

December 15, 1997

December 15, 1997

Dear Library Director:

This is a dynamic time for the Federal Depository Library Program (FDLP). The multi-year transition to a more electronic FDLP continues, as Federal agencies migrate to distribution in electronic formats. Permanent public access issues concerning Government information and educational opportunities are featured on the agenda of the 1998 Federal Depository Library Conference.

This conference, the largest meeting in the country designed specifically for depository library staff, will be held from April 20-23, 1998, in Arlington, VA, in conjunction with the Spring meeting of the Depository Library Council. As your library administers a Federal depository, I encourage you to send at least one library representative to this important conference.

The 1998 conference offers a variety of presentations, with sessions designed for the beginning depository librarian or technician as well as for experienced staff. Several Federal agencies will discuss their electronic information initiatives and preview those still in the planning stages. Tours of the Library Programs Service at the U.S. Government Printing Office and other area libraries will be available.

The conjunction of the Federal Depository Library Conference and the Depository Library Council meeting program provides a valuable opportunity for exchange of ideas among depository librarians and should lead to technical innovations in the management of your depository collection as well as improved service to your patrons.

There is no registration fee for either the Federal Depository Library Conference or Depository Library Council meeting.

Thank you for your cooperation and for your continuing role in the support of the public's ability to be informed about their government through the Federal Depository Library Program.

Sincerely,

Francis J. Buckley Jr.

FRANCIS J. BUCKLEY, JR.
Superintendent of Documents



Meeting Site Announced for Spring 1998 Council Meeting and 1998 Federal Depository Library Conference

The spring meeting of the Depository Library Council and the 7th annual Federal Depository Library Conference will be held jointly in Arlington, Virginia on April 20-23, 1998. The Washington National Airport Hilton again has been selected as the meeting site. A block of rooms at \$124 per night (including applicable taxes) is being held for Council/Conference attendees. To receive this rate, you must register with the hotel ***no later than*** March 23. After the cut off date, rooms will be subject to availability at the best available rate. Be sure to mention the GPO Conference when you register.

To register, call the reservation desk at (703) 418-6800, or (800) HILTONS, or fax (703) 418-3763. For your convenience, a reservation form is on the following page. The hotel address is:

Washington National Airport Hilton
2399 Jefferson Davis Highway
Arlington, VA 22202

Nonsmoking rooms are available on request. Parking in the hotel garage, while limited, is free to Council/Conference participants. The hotel provides free transportation to and from Washington National Airport. The Crystal City subway station is three blocks from the hotel and one subway stop from Washington National Airport.

If you choose to make other hotel arrangements, be sure that the hotel is near a subway stop for ease of transportation to and from the meeting site.





Hotel Registration Form

Washington National Airport Hilton • 2399 Jefferson Davis Highway
Arlington, VA 22202

Phone: (703) 418-6800 or (800) HILTONS
Fax: (703) 418-3763

FEDERAL DEPOSITORY LIBRARY CONFERENCE & DEPOSITORY LIBRARY COUNCIL
APRIL 20-23, 1998

Deadline for negotiated hotel room rate of \$124.00: **March 23, 1998**

Please reserve accommodations for:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Sharing room with: _____

Arrival date/time: _____ (check-in after 3:00 p.m.)

Departure date/time: _____ (check-out by 1:00 p.m.)

Select type room desired: ☐ Smoking ☐ Non-smoking

☐ Single (one person/one bed)

☐ Triple (three people/1-2 beds)

☐ Double (two people/one bed)

☐ Quad (four people/two beds)

☐ Double (two people/two beds)

Requires handicap room (check one): ☐ mobility ☐ hearing impaired ☐ visually impaired

To guarantee your reservation, please indicate your credit card information below:

☐ American Express ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners Club

Card #: _____

Expiration date: _____

Signature: _____ Date: _____



Spring 1998 Depository Library Council & Federal Depository Conference Agenda

April 20 - 23, 1998

Washington National Airport Hilton
2399 Jefferson Davis Highway
Arlington, Virginia

Sunday, April 19

Location

Morning

All day meeting of regional librarians

8:45

Welcome

- Sheila McGarr, Chief, Depository Services, Library Programs Service, GPO

9:00

Service Provided by Regionals for Electronic Products

- Ridley R. Kessler, Jr., Documents Librarian, University of North Carolina, Chapel Hill
- Daniel C. Barkley, Government Information Librarian, University of New Mexico

*University of
Maryland*

10:15

Break

10:45

Promotion of Government Information

- Kathie Brinkerhoff, Documents Librarian, University of Nevada, Reno
- TBA

12:00

Working Lunch

Afternoon

1:30

State Plans

- Paula Kaczmarek, Documents Manager, Detroit Public Library
- Stephen Henson, Documents Librarian, Louisiana Tech University

*University of
Maryland*

- | | | |
|-----------|--|------------------------------|
| 2:45 | Break | |
| 3:00 | Distributed Depository Responsibility <ul style="list-style-type: none"> • Maureen Harris, Head, Public Documents Unit, Clemson University • Nancy Mulhern, Head, Documents, Patents & Periodicals, University of North Dakota • Ann Marie Sanders, Depository Librarian, Library of Michigan | |
| 4:00 | Tour of University of Maryland Regional Operation <ul style="list-style-type: none"> • Linda Spitzer, Acting Head, Government Documents & Maps, University of Maryland | |
| 4:00-5:00 | Orientation to the Depository Library Council and Federal Depository Library Conference
This session is designed to acquaint first time attendees with how Council works and to preview Conference activities over the next 3 ½ days. <ul style="list-style-type: none"> • Cynthia Etkin, Library Programs Service (LPS), GPO, Facilitator • Gail Snider, LPS, GPO, Facilitator | <i>Hilton
Dewey I-II</i> |
| 6:00 | Informal pre-dinner get-together to network by food preference | <i>Hotel Lobby</i> |

Monday, April 20

Morning

- | | | |
|-------|---|-------------------------------|
| 8:00 | Registration and Coffee with Council and GPO Staff | <i>Plaza Level</i> |
| 8:30 | Welcome & Remarks <ul style="list-style-type: none"> • Anne Watts, Council Chair • Michael F. DiMario, Public Printer | <i>Admiralty
Ballroom</i> |
| 9:00 | GPO Update <ul style="list-style-type: none"> • Francis J. Buckley, Jr., Superintendent of Documents • Gil Baldwin, Chief, Library Division, LPS, GPO • T.C. Evans, Assistant Director, Office of Electronic Information Dissemination Services (EIDS), GPO • LPS Staff | |
| 10:00 | Break | |

10:30 GPO Update (continued)

12:00 Lunch

Afternoon

2:00-3:15 Depository Library Council *Roanoke/
Rappahannock*
Committee Reports and Recommendations for Council
Action

2:00-5:00 New Documents Librarians *Decatur*
Informal session to answer questions from mundane to
complex about depository operational issues. For new
documents librarians or those who feel "new" to any aspect
of depository librarianship. Veteran documents librarians
from a variety of backgrounds plus GPO staff will be
available.
• Vicki Barber, LPS, GPO, Facilitator
• Sheila McGarr, LPS, GPO, Facilitator

2:00-3:15 GPO Access (demonstration): All Databases *Dewey I-II*
Part I: Introduction, Overview, and New Products
• Terri R. Barnes, Management Analyst, EIDS, GPO
• Vicki R. Amey, Management Analyst, EIDS, GPO

2:00-3:00 LPS Tour *GPO*

2:00-3:00 Patent Public Search Room Tour **PTO*

2:00-3:00 Center for Legislative Archives Tour *NARA*

2:00-4:00 STAT-USA/Internet Demonstration *BEA*

2:00-3:15 Open Text Software for GPO Access (demonstration) *James*
• Bonnie B. Trivizas, Graphic Systems Development
Division, GPO
• Jennie B. Mark, Graphic Systems Development Division,
GPO

2:00-3:15 TBA *Dewey III*

2:00-3:15 Using Government Documents in Genealogical Research *Farragut*
• Carole C. Callard, Library Specialist, Library of
Michigan

3:15-3:45	Break	
3:45-5:00	Pathway Services (demonstration) • Lee Morey, ETS, GPO	<i>James</i>
3:45-5:00	GPO Access (demonstration): All Databases Part II: How to Set Up "Train the Trainer" Sessions and Q & A • Terri R. Barnes, Management Analyst, EIDS, GPO • Vicki R. Amey, Management Analyst, EIDS, GPO	<i>Dewey I-II</i>
3:45-5:00	TBA	<i>Dewey III</i>
3:45-5:00	Collection Management Using the Documents Data Miner • Nan L. Myers, Government Documents Librarian, Wichita State University • John M. Ellis, Senior Database Analyst, National Institute for Aviation Research, Wichita State University • Cathy N. Hartman, Documents Librarian, University of North Texas	<i>Farragut</i>
3:45-5:00	Depository Library Council Working Session	<i>Roanoke/ Rappahannock</i>
5:30	Dinner with Council and GPO (Informal groups meet in hotel lobby)	

Tuesday, April 21

Morning

8:00	Coffee with Council & GPO Staff	<i>Plaza Level</i>
8:30	Depository Library Council: Plenary Session Service Guidelines for Electronic Information: Final Report • Diane Eidelman, Council Member	<i>Admiralty Ballroom</i>
9:15	Depository Library Council: Plenary Session Statistical Measurement and the Biennial Survey: Report • Diane Garner, Council Member	<i>Admiralty Ballroom</i>
10:00	Break	

10:30	Depository Library Council: Plenary Session Managing the FDLP Electronic Collection <ul style="list-style-type: none"> • Gil Baldwin, LPS, GPO • George D. Barnum, LPS, GPO 	Admiralty Ballroom
12:00	Lunch	
<i>Afternoon</i>		
2:00-5:00	Depository Library Council Working Session <ul style="list-style-type: none"> • Topics TBA 	Roanoke
2:00-3:15	Talk Tables FDLP/ERIC Digital Library Pilot Project (demonstration) <ul style="list-style-type: none"> • Staff, OCLC • TBA 	Rappahannock
2:00-3:15	Federal Agency Update Session, Part I Census Bureau <ul style="list-style-type: none"> • John C. Kavaliunas, Assistant Chief, Marketing Services Office, Bureau of the Census STAT-USA <ul style="list-style-type: none"> • Ken Rogers, Director, STAT-USA, Economics and Statistics Administration Bureau of Labor Statistics <ul style="list-style-type: none"> • Deborah P. Klein, Associate Commissioner, Bureau of Labor Statistics 	Decatur- Farragut
2:00-3:15	GPO Access (demonstration): All Databases Part I: Introduction, Overview, and New Products <ul style="list-style-type: none"> • Terri R. Barnes, Management Analyst, EIDS, GPO • Vicki R. Amey, Management Analyst, EIDS, GPO 	Dewey I-II
2:00-3:00	LPS Tour	GPO
2:00-3:00	Tour of the Ralph Bunche Library	STATE
2:00-3:00	Trademark Public Search Room Tour	**PTO
2:00-3:00	National Digital Library Demonstration	LC
2:00-3:15	Pathway Services (demonstration) <ul style="list-style-type: none"> • Lee Morey, ETS, GPO 	James
2:00-3:15	TBA	Dewey III

3:15-3:45	Break	
3:45-5:00	Talk Tables FDLP/ERIC Digital Library Pilot Project (demonstration) <ul style="list-style-type: none"> • Staff, OCLC AskLPS (demonstration) <ul style="list-style-type: none"> • Joseph P. Paskoski, LPS, GPO 	<i>Rappahannock</i>
3:45-5:00	Federal Agency Update Session, Part II U.S. NonProfit Gateway <ul style="list-style-type: none"> • Thomas Freebairn, Director, Communication Catalyst FedStats <ul style="list-style-type: none"> • Staff, Office of Management and Budget PubMed <ul style="list-style-type: none"> • Rhonda Allard, MEDLARS Management Section, National Library of Medicine 	<i>Decatur-Farragut</i>
3:45-5:00	GPO Access (demonstration) All Databases Part II: How to Set Up "Train the Trainer" Sessions and Q & A <ul style="list-style-type: none"> • Terri R. Barnes, Management Analyst, EIDS, GPO • Vicki R. Amey, Management Analyst, EIDS, GPO 	<i>Dewey I-II</i>
3:45-5:00	Hints in Writing the GPO Self-Study <ul style="list-style-type: none"> • Stephen Henson, Documents Librarian, Louisiana Tech University • Gail Snider, LPS, GPO 	<i>Dewey III</i>
3:45-5:00	Open Text Software for GPO Access (demonstration) <ul style="list-style-type: none"> • Bonnie B. Trivizas, Graphic Systems Development Division, GPO • Jennie B. Mark, Graphic Systems Development Division, GPO 	<i>James</i>

Wednesday, April 22

Morning

8:00	Coffee with Council & GPO Staff	<i>Plaza Level</i>
8:30-12:00	Depository Library Council Working Session Draft Recommendations and Action Items	<i>Roanoke</i>

8:30-10:00	<p>Selected Models of Depository Management</p> <ul style="list-style-type: none"> • John Graham, Head, Public Documents & Patents, Public Library of Cincinnati & Hamilton County • Mary Jane Ledvina, Head, Government Documents/Microforms, Louisiana State University • Nan L. Myers, Government Documents Librarian, Wichita State University • Coleen Parmer, Head, Government Documents, Bowling Green State University 	<i>Farragut</i>
8:30-10:00	<p>Understanding Patent and Trademark Basics for Better Referrals</p> <ul style="list-style-type: none"> • Martha C. Sneed, Manager, Patent & Trademark Depository Library Program, U.S. Patent & Trademark Office 	<i>Decatur</i>
8:30-10:00	<p>Department of Energy Information Bridge</p> <ul style="list-style-type: none"> • Kathleen Chambers, Product Manager, U.S. Department of Energy 	<i>James</i>
8:30-10:00	<p>Talk Tables</p> <p>Customizing Your Government Document Home Page for Your Community</p> <ul style="list-style-type: none"> • Ginny Hopcroft, Government Documents Librarian, Bowdoin College • TBA 	<i>Rappahannock</i>
8:30-10:00	<p>FDLP/ERIC Digital Library Pilot Project</p> <ul style="list-style-type: none"> • Blane Dessy, Director, National Library of Education • John A. Hearty, Director, Reference Services Business Development Division, OCLC • George D. Barnum, ETS, GPO 	<i>Dewey</i>
10:00	Break	
10:00-11:00	LPS Tour	<i>GPO</i>
10:00-11:00	Tour of the Ralph Bunche Library	<i>STATE</i>
10:00-11:00	Patent Public Search Room Tour	<i>*PTO</i>
10:00-11:00	National Digital Library Demonstration	<i>LC</i>
10:30-12:00	<p>Office of the Federal Register and Its Publications</p> <ul style="list-style-type: none"> • Staff, Office of the Federal Register 	<i>Dewey</i>

10:30-12:00	GIS Software, Applications, and Management	<i>Farragut</i>
	<ul style="list-style-type: none"> • Donna P. Koepp, Head, Government Documents Library, University of Kansas • Julia F. Wallace, Head, Government Publications, University of Minnesota • Brent Allison, Head, John R. Borchert Map Library, University of Minnesota • Ridley R. Kessler, Jr., Documents Librarian, University of North Carolina, Chapel Hill • Barbara Levergood, Electronic Documents Librarian, University of North Carolina, Chapel Hill • John S. Walters, Head, Government Documents, Utah State University 	
10:30-12:00	Talk Tables	<i>Rappahannock</i>
	AskLPS (demonstration)	
	<ul style="list-style-type: none"> • Joseph P. Paskoski, LPS, GPO Senate Bibliographies Project • John McGeachy, Documents Librarian, North Carolina State University 	
10:30-12:00	GPO Access Focus Group	<i>James</i>
	<ul style="list-style-type: none"> • T.C. Evans, EIDS, GPO, Facilitator 	
10:30-12:00	Making Documents Reference Less Threatening: Training Non-Documents Staff	<i>Decatur</i>
	<ul style="list-style-type: none"> • Cynthia Teague, Federal Documents Librarian, Michigan State University • TBA 	
12:00	Lunch	
<i>Afternoon</i>		
2:00-5:00	Depository Library Council Working Session	<i>Roanoke</i>
2:00-3:15	Federal Agency Update Session, Part III	<i>Farragut</i>
	U.S. Geological Survey's New Products	
	<ul style="list-style-type: none"> • Rea Muller, Geographer, U.S. Geological Survey • TBA • TBA 	

2:00-3:15	U.S. Congressional Serial Set: Its History and Future <ul style="list-style-type: none"> • Virginia Saunders, Congressional Document Specialist, GPO • Robin Haun-Mohamed, LPS, GPO 	<i>Decatur</i>
2:00-3:15	Talk Tables <ul style="list-style-type: none"> Partnership Opportunities with GPO <ul style="list-style-type: none"> • George D. Barnum, ETS, GPO • TBA 	<i>Rappahannock</i>
2:00-3:15	TBA	<i>James</i>
2:00-3:15	GPO Access (demonstration): All Databases <ul style="list-style-type: none"> Part I: Introduction, Overview, and New Products <ul style="list-style-type: none"> • Terri R. Barnes, Management Analyst, EIDS, GPO • Vicki R. Amey, Management Analyst, EIDS, GPO 	<i>Dewey I-II</i>
2:00-3:00	LPS Tour	<i>GPO</i>
2:00-3:00	Trademark Public Search Room Tour	<i>**PTO</i>
2:00-3:00	Center for Legislative Archives Tour	<i>NARA</i>
2:00-3:15	TBA	<i>Dewey III</i>
3:15-3:45	Break	
3:45-5:00	GPO Access (demonstration): All Databases <ul style="list-style-type: none"> Part II: How to Set Up "Train the Trainer" Sessions and Q & A <ul style="list-style-type: none"> • Terri R. Barnes, Management Analyst, EIDS, GPO • Vicki R. Amey, Management Analyst, EIDS, GPO 	<i>Dewey I-II</i>
3:45-5:00	Talk Tables <ul style="list-style-type: none"> Government Information Web Page Template <ul style="list-style-type: none"> • Cathy N. Hartman, Documents Librarian, University of North Texas • TBA 	<i>Rappahannock</i>
3:45-5:00	TBA	<i>Dewey III</i>
3:45-5:00	GPO Access Focus Group <ul style="list-style-type: none"> • T.C. Evans, EIDS, GPO, Facilitator 	<i>James</i>
3:45-5:00	TBA	<i>Dewey III</i>

- 3:45-5:00 Assessment of Electronic Government Information Products: *Decatur*
 Update and Discussion
 • Woody Horton, Consultant, National Commission on
 Libraries and Information Science

Thursday, April 23

Morning

- 8:00 Coffee with Council & GPO Staff *Plaza Level*
- 8:30 The Hill on the Net *Admiralty
Ballroom*
 • Chris Casey, Technology Advisor, Democratic
 Technology & Communications, United States Senate
- 9:15 Government Resources on the Web: Effect of Internet on
 Library Public Services
 • Grace A. York, Coordinator, Documents Center,
 University of Michigan
- 10:00 Break
- 10:30 Depository Library Council: Plenary Session
 Report of Draft Recommendations and Action Items
 (including audience response and comments)
- 12:00 Adjourn

BEA: Bureau of Economic Analysis, 1441 L Street, NW, Washington, DC

GPO: Government Printing Office, 732 North Capitol Street, NW, Washington, DC

LC: Library of Congress, 101 Independence Avenue, SE, Madison Building, Washington, DC

NARA: National Archives and Records Administration, 7th and Pennsylvania Avenue NW,
 Washington, DC

***PTO:** Patent Public Search Room, Crystal Plaza 3, 2021 South Clark Place, Arlington, VA

****PTO:** Trademark Public Search Room, 2900 Crystal Drive, 2nd floor, Arlington, VA

STATE: Department of State, 2201 C Street, NW, Washington, DC



REGISTER VIA THE WEB BY MARCH 27, 1998

www.access.gpo.gov/su_docs/dpos/98conreg.html

Conference Registration Form

PLEASE TYPE:

Depository Library Number (if applicable): _____

Name: _____

Institution: _____

Library Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Internet Address: _____

☐ I am new to U.S. Government documents (3 years or less)

☐ I am a first-time attendee

☐ I am a former Depository Library Council member

☐ Special needs (list): _____

Library Type: ☐ Academic ☐ Public ☐ Law ☐ Other

If you are unable to use the Web registration form, mail, fax, or e-mail this form to:

Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Fax: 202-512-1432
smcgarr@gpo.gov



STAT-USA/Internet Demonstration

One STAT-USA demonstration session will be held for depository librarians attending the April 1998 Federal Depository Conference. STAT-USA focuses on economic, financial, trade, demographic, and statistical data. This session is an **introductory demonstration** on how to use the online STAT-USA. The Bureau of Economic Analysis (BEA) also will have a booth on-site and have staff available to answer questions on BEA products.

Date: Monday, April 20, 1998
Sponsor: STAT-USA, U.S. Dept. of Commerce
Location: Bureau of Economic Analysis
1441 L Street, NW
Washington, DC
Time: 2:00 p.m. - 4:00 p.m.

Seating is limited to 50. Registration must be received by April 1, 1998. To reserve a seat, contact Ken Rogers on

- Fax: (202) 482-2164

-or-

- e-mail: krogers@doc.gov

STAT-USA will contact you to verify your reservation.

Directions: From the Washington National Hilton Hotel, take the Metro Blue line from the Crystal City station to the McPherson Square station. Exit the McPherson Square station towards the rear of the train (Vermont Avenue/White House). Walk north along Vermont Avenue one block, until you reach K Street. Vermont Avenue now becomes 15th Street, at K Street. Walk north along 15th Street one more block until you reach L Street. Head east (right) on L Street 1/2 block to reach the Bureau of Economic Analysis, at 1441 L Street, NW.



Fact Sheet: Partnerships

Building the Future of the Federal Depository Library Program

As part of implementing the strategic plan that accompanied the *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program* (GPO, 1996) the Library Programs Service (LPS) at the Government Printing Office (GPO) is attempting to ensure permanent online accessibility for electronic Government information products which are part of GPO's online collection. A core of legislative and regulatory information managed on GPO's servers will remain with GPO permanently, while partner institutions will provide storage capacity and free public access to a wide variety of executive and judicial information.

One of the guiding principles in GPO's planning is the assumption that the greatest benefit returned for resources invested will come from the development of partnerships that share the tasks of building, storing, disseminating, and preserving the collection of FDLP electronic resources. The partnership concept builds upon the successful model of the distributed collection of tangible FDLP products made permanently accessible through the regional depository libraries. Partnerships can develop along various lines, with varying degrees of formality, and at various points in the information life cycle.

Content Partnerships

Most relevant to permanent access initiatives are electronic product content partnerships, in which agencies and depository libraries enter GPO-brokered agreements to provide the environment and resources for permanent access to agency products not previously managed via GPO Access. The first content partnerships were established between the University of Illinois Chicago (UIC) and the Department of State, and the University of North Texas (UNT) and GPO. UIC provides permanent access for files removed from the active main web pages of the State Department, while UNT houses the research collection of the Advisory Commission on Intergovernmental Relations. In addition, the National Library of Education and OCLC, Inc. have entered a pilot project with GPO to provide full text of public-domain ERIC documents via depository libraries.

In general, a content partnership requires that an institution or organization can provide storage capacity and is willing to cooperate with the agency and GPO in providing user access to the product or products. The agency will provide the electronic content without restrictions on redissemination. GPO will act as broker of the agreements and will agree to receive custody of data and software in the event that the partner institution withdraws from the arrangement. Other provisions may be negotiated into individual agreements. A more complete listing of provisions in partnership agreements is on the following pages.

Service Partnerships

In service partnerships, depository libraries develop services which enhance the use of FDLP administrative information. Upon determination that a service developed for depository operations or administration has a broad appeal and utility, GPO will enter an understanding with the creating library to offer the service across the FDLP.

Requirements

Who may participate?

Partner institutions may include individual depository libraries, library consortia, or other institutions. Partnerships share the common element of being formalized through an agreement between GPO and the library or agency. The following points are important considerations for partnerships arrangements:

1. Access:

The purpose of the partnership is to provide the public with unrestricted, no-fee access to specific Government electronic information products.

2. Official Source:

Partner sites should indicate that the site is an official source for the product content. In the case of partnership agreements which include the originating agency the agreement must specify that the site is recognized as an official source.

3. Fail Safe Mechanism:

The formal agreement should require that GPO will agree to receive custody of data and software in the event that the partner can no longer support permanent access.

4. No Restrictions on Reuse:

It is critical to include a stipulation that the partner will impose no restrictions on redissemination, which impede the public's ability to use the information.

5. Locators and Bibliographic Control:

Through its GPO Access Locator Services and the Catalog of United States Government Publications, GPO will provide pointers and bibliographic access to products held by the partner.

6. Ownership:

The agreement must recognize that the content of the information products in the Collection is in the public domain, and that a copy of any software developed as an integral part of the Collection must accompany the content if the product is transferred back to GPO. It is recognized, however, that the partner retains the intellectual property rights associated with any value-added software the partner develops for the project.

7. Performance Measures:

The formal agreement should specify performance measures for the number of simultaneous users, and the percentage of time that the service must be available.

8. Security:

The agreement must address system security issues, such as providing adequate back-up procedures and firewalls.

9. Consultation:

It is critical in any partnership to keep the lines of communication open. The agreement should provide for regular consultation among the partners on a number of issues pertaining to the electronic products such as utilization rates, operational details, or any significant alterations in the way in which the collection is organized or accessed.

10. Publicizing the Partnership:

Both GPO and the partner will promote the partnership.

More Information

For more information on establishing partnerships, contact the Electronic Transition Staff, Library Programs Service (SL), U.S. Government Printing Office, Washington, D.C. 20401 (202) 512-1071, <gbarnum@gpo.gov> or <jpaskoski@gpo.gov>.



Environmental Health Information Service Free to Depositories

A new service has been established by the National Institute of Environmental Health Sciences (NIEHS). This new service, called the Environmental Health Information Service (EHIS), has been developed so that the NIEHS can better serve the community of environmental health scientists, regulatory agencies, and the interested public. Through the EHIS, the NIEHS will make available on line its major publications and reports. It is designed to facilitate the dissemination of environmental health information and is, at the same time, an attempt to lower the overall costs to the taxpayer. The EHIS, a subscription service based on the Internet, is located at <http://ehis.niehs.nih.gov>. Subscription information is disclosed off the EHIS home page.

Federal depository libraries are being provided free access to this new service through an arrangement with NIEHS and the Federal Depository Library Program (FDLP). Depository libraries will not register for a separate password, but will access this site using your Library Programs Service depository number and password. These were used recently for the 1998 Annual Selection Update Cycle and the 1997 Biennial Survey of Depository Libraries. If you do not have your password, please contact: Information Processing Unit, (202) 512-1062 (voice), (202) 512-1636 (fax), lhall@gpo.gov (e-mail).

Background

The NIEHS serves the environmental health community and the public through its publication of Environmental Health Perspectives (EHP). In addition, the National Toxicology Program (NTP), an interagency program centered at the NIEHS, is dedicated to providing credible, science-based toxicological evaluations on substances of public health concern. Communication of those findings to the public, government agencies, and the science community is an essential element of the NTP. This information is of vital interest to those who are concerned with the mechanisms of action of toxic agents, as well as to those who make regulatory decisions on acceptable levels of chemicals in the environment.

DOCUMENTS AND DATABASES INCLUDED IN THE EHIS

Environmental Health Perspectives

A monthly science and environmental health news journal featuring Perspectives (commentary, correspondence and debate), Environews (current updates, NIEHS and NTP news, in-depth investigative articles, policy and legislative analysis, and science innovations), and Research (original, peer-reviewed research articles, reviews, and meeting reports). Abstracts of science and news articles will be unrestricted on the internet.

Environmental Health Perspectives Supplements

Monographs and an Annual Review of current issues in environmental health science. Six volumes published annually. Abstracts of Supplements will be unrestricted on the Internet.

Two-year Technical Reports

Book-length monographs on NTP two-year carcinogenicity studies of selected chemicals in rodents. Each report (~8-12 annually) contains a literature study, full details of the experimental protocols, and results including extensive data tables on the histopathology, clinical chemistry, and mutagenicity data. The Internet site will include reports beginning with the 1997 issues.

Toxicology Reports

Results of NTP short-term toxicity studies on selected chemicals. Reports (~ 6-8 annually) may include special comparative or mechanistic studies designed specifically for the chemical being studied. The Internet site will include reports beginning with the 1997 issues.

Two-year and 13-week Study Abstracts

Access to these items will remain unrestricted on the Internet.

Historical Control Database

Database of site-specific tumor rates for control Fischer 344 rats and B6C3F 1mice from all NTP

long-term carcinogenicity studies carried out within a "window" of 6-7 years. Updated approximately annually with old studies deleted as new ones are added.

Tumor Incidence in Historical Control Animals Report

A study-by-study summary of site-specific tumor incidences for all studies in the current NTP Historical Control Database. Two volumes published annually.

Report on Carcinogens (full report)

A scientific and public health document prepared in response to Section 301 (b) (4) of the Public Health Service Act which contains compilations of data on the carcinogenicity in humans or animals of listed substances, on the potential for exposure to these substances, and on the regulations promulgated by Federal agencies to limit exposures.

Report on Carcinogens (summary)

A summary of the Report on Carcinogens containing compilations of data on the carcinogenicity in humans or animals of substances listed in the full report.

Chemical Health and Safety Database

Reports summarizing health, safety, and toxicity information for individual chemicals which were developed for the NTP from 1978-1991.



Public Printer Letter: New SuDocs, Electronic Transition

[Mailed first class to all depository library directors on 12/1/97.]

November 28, 1997

Dear Library Director:

I am writing to you in your capacity as the director of one of the nearly 1,400 libraries in the Federal Depository Library Program (FDLP) to address an issue I believe is of importance to you and to introduce our newly-appointed Superintendent of Documents.

We are aware that concerns have been raised in the depository community as to how fast the transition to a more electronic FDLP will take place and, more specifically, whether we will be replacing paper titles with electronic pointers when a reliable electronic alternative is available. We want to advise you that for the foreseeable future, a significant amount of print products will continue to be distributed to depository libraries.

When a Federal publishing agency produces a title in paper and it is available to GPO in paper, we will acquire copies for library distribution even if an alternative electronic version is available. Under law, this is what GPO is authorized to do, and we plan to continue in this manner until Congress provides another direction. We believe that the electronic transition should proceed based on: the actions of the publishing agencies; cost-effectiveness; and usability of the information.

Based on our experience of the last two fiscal years, we expect that between 15,000 and 20,000 titles per year in paper or microfiche will continue to be available for selection by depositories. Of these titles, 60 percent are expected to be in microfiche format. Of course, for the purposes of planning shelving and storage needs, you must take into account your library's individual selection profile.

Following the retirement of Wayne P. Kelley, I appointed a new Superintendent of Documents, Francis J. Buckley, Jr., who will take office on December 1. Mr. Buckley will be responsible for the distribution of millions of Government publications, in both print and electronic formats, to the FDLP as well as operate our Sales Program including 24 bookstores nationwide. He will also maintain the GPO Access service on the Internet that is used by the public to retrieve an average of more than 6 million publications monthly. Mr. Buckley most recently served as the Director of the Shaker Heights Public Library in Shaker Heights, Ohio. From 1968 until 1994, he was with the Detroit Public Library.

Many of you know and have worked with Mr. Buckley over the past several years, and you are aware of his outstanding support for the FDLP. I am charging him with serving as spokesperson for comprehensive, equitable public access to Government information, and I have no doubt that his experience will strengthen the mutual efforts of GPO and depository libraries nationwide to ensure that the FDLP will be strong and viable into the next century.

As always, I look forward to hearing from you if there are ways that we can be of assistance to you and your library. I hope that you and members of your staff will take the opportunity to meet Mr. Buckley, if you have not already, at future meetings of the various library associations.

Sincerely,

MICHAEL F. DiMARIO
Public Printer



**Recommendations and Commendations
Of The Depository Library Council to the Public Printer
October 20-23, 1997
Clearwater Beach, Florida**

RECOMMENDATION: SERIAL SET

Council recommends that the Government Printing Office distribute those documents and reports that comprise the Serial Set in acid free paper with margins wide enough to enable binding of these important publications. Since CD-ROM has not yet been proven to be an archival medium, Council further recommends that Federal depository libraries be permitted to select this important historical title in dual formats -- CD-ROM and either microfiche or paper.

Rationale: Congress has mandated that only one copy of the bound Serial Set be distributed to each regional depository and one to each state without a regional depository. Many Federal depository libraries recognize the historical importance of the Serial Set for the legal and research communities, and are concerned that their Serial Set documents will deteriorate or disappear over time. Allowing depository libraries to select the Serial Set in both CD-ROM and an archival medium would solve the issue of permanent access to this historical collection and respond to objections to duplicative paper distribution.

RECOMMENDATION: AskLPS

Council applauds the development of the AskLPS feature on the FDLP Administration World Wide Web, as a significant step forward in efficient communication between LPS and all depository libraries. Council recommends that AskLPS and the existing Administrative Notes Technical Supplement be examined together in order to provide continuing and cumulative information for depositories on the status of depository publications. Council would like to be actively involved with the development team, and encourages LPS to move forward to implement AskLPS as soon as possible.

Rationale: Changes in the formats and the SuDocs numbers of depository publications are appearing at a rapid rate as more materials migrate to electronic formats. In addition, titles are moving out of (and sometimes back into) the program in great numbers. The current procedure for announcing each change in the Administrative Notes Technical Supplement is useful, but makes it difficult for librarians to keep track of the many changes and retrieve them when needed. Announcing such changes on a non-official discussion list such as GOVDOC-L also provides a useful service but does not assure that information will be at hand at the time a particular library needs it. A GPO electronic service which provides a method for asking depository questions, and also a way for sharing answers and information from LPS, will be a service to depositories and will also save LPS staff from answering the same question many times. It will provide a communication channel between LPS and depositories which is more efficient than paper and more

official than a privately-sponsored discussion list. The service will be most useful if the information posted can be cumulated by subject and searchable by number and title. If AskLPS is carefully developed with the needs of the depository libraries in mind, it might be possible to stop the publication of the paper Administrative Notes Technical Supplement altogether, providing savings in time and money. Council would like to advise GPO staff on the initial development and future enhancements of AskLPS, to assure the most effective organization and features which will fulfill the needs of depositories.

RECOMMENDATION: MANAGING GPO'S ELECTRONIC COLLECTION

The Depository Library Council is encouraged that the Government Printing Office has produced the white paper, "Managing the GPO Access Collection," and that GPO is drafting a collection plan with which to manage GPO Access databases and other electronic Federal Government publications made available through the FDLP. To ensure the effective management and permanency of the electronic collection, Council recommends that in preparing the collection plan GPO develop policies and procedures to ensure that permanent access to remotely available electronic publications, including necessary redundancy, will be provided. In particular, Council recommends that GPO:

1. delineate clearly the scope and coverage of the FDLP Electronic Collection;
2. maintain mirror sites to provide the redundancy necessary to ensure uninterrupted service and permanent access to materials in the collection;
3. ensure that outreach efforts to agencies and depository libraries include procedures for providing access to electronic publications temporarily made available on agency Web sites;
4. provide for the preservation of and permanent access to information distributed on CD-ROM and other tangible electronic media to ensure that information currently available on CD-ROM will not be lost owing to technological obsolescence;
5. establish and maintain effective bibliographic access to the Collection;
6. continue and refine the FDLP library partnership concept to leverage the skills and resources shared with the FDLP; and
7. ensure that the responsibility for dissemination and preservation of electronic government information remains with the Federal Government, and that the Superintendent of Documents, as coordinator of the FDLP, is responsible for the dissemination and preservation of publications in the Electronic Collection, whether located at GPO or at FDLP partner institutions.

Rationale: In the Electronic Collection session held at the Depository Library Council meeting in October 1997, significant concern was expressed that in managing remotely accessible electronic materials GPO take special care in addressing the issues identified above. Council is concerned that levels of public access to remotely available electronic publications maintained by GPO and

FDLP partners continue at levels equal to or greater than has been provided to print materials traditionally distributed to FDLP libraries.

RECOMMENDATION: MONTHLY CATALOG DISPLAY ON GPO ACCESS

Council recommends that GPO modify the public display of entries in the Catalog of U.S. Government Publications to a more user- friendly, labeled format. The underlying MARC tags should remain available as an alternate display format.

Rationale: The Catalog of U.S. Government Publications on GPO Access is clearly intended to provide the public with information about collections in depository libraries. A display which uses MARC tags is not easily understood by the public, and a simple labeled display indicating author, title, subjects, and appropriate descriptive information, will more easily lead the public to publications. The necessary labels are embedded in the existing MARC tags. The full MARC record should remain as the underlying database, with the MARC format available to librarians as an alternative format.

RECOMMENDATION: OPENTEXT Z39.50.

Council recommends that GPO provide the Z39.50 search interface for the OpenText software.

Rationale: Council appreciates the progress being made in GPO production in migrating toward SGML as the common representation for documents. However, having a common markup language does not by itself provide for common searching across sets of documents. Adding the Z39.50 search interface to OpenText would make the production documents sets interoperable with the WAIS databases as well as the thousands of other relevant government and library resources accessible through Z39.50. Also, the Z39.50 search interface will allow for a variety of user interfaces and Web gateways in addition to those provided by OpenText.

RECOMMENDATION: GILS COMPLIANCE

Council recommends GPO install GILS-compliant software for all of the WAIS databases and assist libraries in obtaining GILS-aware client software.

Rationale: There are nearly 100 WAIS databases accessible at GPO Internet servers. In addition to the GPO Access Web interface, these are to be searchable through both the WAIS protocol and Z39.50/GILS. However, the Z39.50/GILS search is currently broken and requires installation of an available fix to the commercial WAIS software. Current FDLP requirements include provision of GILS-aware client software for public access to government information. However, GPO has been distributing only the WinWAIS software, which is not GILS-aware. GPO could enhance the WinWAIS or other Z39.50 client software to be GILS-aware, or encourage libraries to use available GILS-aware client software such as BookWhere, SIRSI Vizion, Znavigator, etc.

RECOMMENDATION: MIGRATION OF MICROFICHE PUBLICATIONS TO ONLINE FORMAT

Council recommends that GPO develop, in consultation with Council, selection criteria and a plan for permanent access to microfiche publications migrating to an online format only.

Rationale: In the October 15, 1997, Administrative Notes, LPS published a list of tangible products that they intend to eliminate in microfiche and convert to online format. Council believes that explicit criteria for elimination of tangible media must be established first. Council also believes that certain categories of depository publications must remain in a tangible format. Council would be pleased to work with GPO in establishing these criteria. This plan should be coordinated with the collection plan for the GPO Access Collection.

RECOMMENDATION: SUPREME COURT OPINIONS ON GPO ACCESS

Council recommends that GPO give a high priority to making the HERMES collection of Supreme Court opinions available as a searchable database on GPO Access.

Rationale: Since the Supreme Court has made the decision to provide HERMES subscribers with court opinions in PDF and tagged ASCII file formats, Council believes it is imperative that the GPO take full advantage of these enhancements without delay. Timely, ready and easy access to this important body of case law through GPO Access will greatly benefit the American public. Users will be pleased with the improved search capabilities as well as the ability to download and print Supreme Court opinions in an official format.

RECOMMENDATION: REGIONAL LIBRARIES CONFERENCE

Council commends the Public Printer for sponsoring the Regional Libraries Conference held in August 1997. Council recommends that the Government Printing Office request funding to sponsor additional Regional Library conferences in the future.

Rationale: The August 1997 Conference was extremely successful in providing Regional depositories the opportunity to discuss and assess the services and responsibilities that are unique to Regionals, as well as to identify new areas for service to selective depositories, particularly in light of the ongoing transition to a more electronic Federal Depository Library Program. Council is aware that the August 1997 conference was planned as a one-time event, but, given the complicated issues entailed in shifting to a more electronic FDLP, considerably more focused interaction will be required to further the dialog initiated in August 1997. A follow-up conference in the near future would serve as an appropriate forum for this continuing dialog.

COMMENDATION:

Council commends the Public Printer on his appointments of Robert T. Mansker as Deputy Public Printer, Andrew M. Sherman as Director of Congressional, Legislative and Public Affairs, as well as his intention to appoint Francis J. Buckley, Jr. as Superintendent of Documents. Council is

gratified by the speed with which the Public Printer made these appointments and impressed with the admirable qualifications of all three individuals. The appointment of Francis J. Buckley, Jr. to be the new Superintendent of Documents is especially significant. Mr. Buckley, a public library director and former depository librarian, has long been a champion of public access and the Federal Depository Library Program. Furthermore, Council believes that these appointments send a very positive message to Congress and the depository community on the future direction of the Federal Depository Library Program.

COMMENDATION:

Council commends former Council member Susan Dow and Joseph Paskoski of GPO's Electronic Transition Staff for their extraordinary efforts in developing and maintaining the Depository Library Council's home page. Its well-organized and user-friendly arrangement leads visitors to a very comprehensive wealth of information about Council activities, both current and past. Council believes that its home page will become a valuable resource for librarians and others interested in the Federal Depository Library Program, and is very grateful to Susan and Joe for their efforts to create a truly outstanding information resource.

COMMENDATION:

Council commends the Library Programs Service for resuming the in-house fulfillment of paper claims, discontinuing the use of an outside contractor. The prompt fulfillment of claims is important to depositories, and the Government Printing Office will be able to provide more efficient service, and to monitor problems more accurately by managing this service in-house.

COMMENDATION:

Council commends the Electronic Transition Staff (ETS) for the role they have played in implementing goals outlined in Federal Depository Library Program: Information Dissemination and Access Strategic Plan FY 1996 - FY 2001. Council recognizes that ETS was directly responsible for the Pathway Indexer and the FDLP Administration pages, and has been significantly involved in the development of various other electronic products on the Superintendent of Documents Web site. Council also recognizes the important role ETS has played in establishing content and service partnerships with FDLP libraries and with Federal agencies, and in supporting efforts with NCLIS to initiate the Assessment of Standards.

COMMENDATION:

The Depository Library Council commends the Government Printing Office for making significant progress in providing GPO Access training for depository librarians and others. The high-quality training sessions conducted by the staff of the Office of Electronic Information Dissemination Service, with scheduling coordinated by the Depository Services Staff, have been highly praised by participants. The successful completion of the first cooperative "train the trainers" workshop will also lead to a broadening of efforts which will benefit even more end users.

COMMENDATION:

Council commends Wayne P. Kelley, former Superintendent of Documents, for his professional and personal commitment to the Federal Depository Library Program and the GPO Sales Program. Since his appointment as Superintendent of Documents in 1991, Mr. Kelley has provided strong leadership within the Government Printing Office and the depository library community in championing broad public access to Federal Government information. Council appreciates his substantial role in the development of and enhancements to the highly acclaimed GPO Access system, the establishment of its User Support team, and the creation of the Superintendent of Documents home page. Mr. Kelley's commitment to the broad principles of public access to government information are further evidenced by his chairmanship of the GPO Study group and his willingness to bring all interested constituencies, including the library community, into the process. We especially commend Mr. Kelley for his dedication and firm resolve to keeping government information in all formats in the public domain. This is perhaps best exemplified in his eloquent speech regarding the Journal of the National Cancer Institute that so impressed Sen. John Warner that it was attached to the Senator's remarks in the Congressional Record this past February.

ACTION ITEMS:

Paragraph Numbering of Supreme Court Opinions on GPO Access

Continue Gateways dialogue

Access equity for electronic products

Microfiche conversion

Core List of Documents of U.S. Democracy



Table of Contents

SuDocs Letter: 1998 Federal Depository Conference	1
Meeting Site Announced for Spring 1998 Council Meeting and 1998 Federal Depository Library Conference	2
Registration Form (Hotel): 1998 Spring Council and Conference	3
1998 Federal Depository Conference and Spring Council Meeting: Preliminary Agenda	4
Registration Form: 1998 Spring Council and Conference.....	14
STAT-USA/Internet Demonstration	15
Fact Sheet: Partnerships: Building the Future of the FDLP	16
Environmental Health Information Service Free to Depositories.....	18
Public Printer Letter: New SuDocs, Electronic Transition	20
Recommendations, Depository Library Council, 1997, Fall	22

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, Administrative Notes
U.S. Government Printing Office
Library Programs Service, SLLD
Washington, DC 20401

Internet access via World Wide Web at URL: http://www.access.gpo.gov/su_docs/dpos/adnotes.html

Editor: Marian W. MacGilvray

(202) 512-1119

mmacgilvray@gpo.gov

